

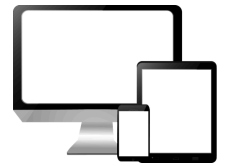


WAHL-COATES
ELEMENTARY SCHOOL OF THE ARTS

**Anchored in the Arts
and Academics for ALL**

Student Handbook
2025 - 2026

STAY CONNECTED!



HERE ARE ALL THE WAYS YOU CAN STAY UPDATED ON CURRENT SCHOOL
INFORMATION, DATES AND ACTIVITIES!



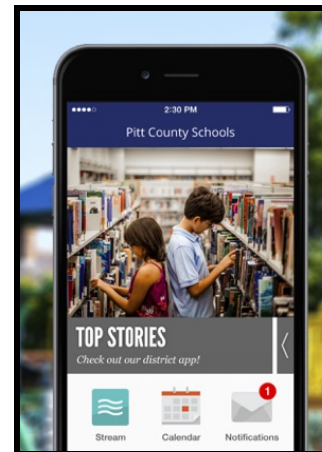
@wcesota



Sign up through your child's teacher and download the app. You will receive daily communication through them and schoolwide information as well!



Please make sure we have your **most current phone number** so that you can receive our Wahl-Coates Weekly Announcements on Sunday's concerning upcoming events for the week.



Download the Pitt County Schools App and sign up for WCE updates! Also, follow our school website at <https://www.pitt.k12.nc.us/Domain/23>

Wahl-Coates Elementary Staff 2025-2026

PRINCIPAL

Tracy Davenport

ASSISTANT PRINCIPAL

Emelia Gordon McNeil

SCHOOL COUNSELOR K-5

Tiera Jones

INSTRUCTIONAL COACH K-5

Elizabeth Burch-Patterson

MULTI CLASSROOM TEACHER (MCT)

Dalmarie Rhoden

MEDIA/TECHNOLOGY

Allison Edwards

MEDIA Clerk

Stephanie Coleman

BEHAVIOR SUPPORT

Caleb Daniels

KINDERGARTEN TEACHERS

Marissa Stone
Susan Chinyande
Leslie Wilkins

FIRST GRADE TEACHERS

Caitlyn Hannah
Koryn Dilday
Petra Cunningham
Casee Carter

SECOND GRADE TEACHERS

Hillary Huza
Takiyya Avent
Jason Beasley

THIRD GRADE TEACHERS

Joy Brown
Shamar Steadman-Dixon
Alycia Robertson
Layney Mullis

FOURTH GRADE TEACHERS

Yanielle Blissett
Mario Hawkins
Jason Mills

FIFTH GRADE TEACHERS

Graceanne Edmondson
Annakay Scott
Kefas Chinyande

ENCORE TEACHERS

Brian Dilday (Physical Education)
Paul Phillips (Art)
Liz Hamilton (Music)
Tara Culbreth (Strings)
Sarah Johnston (Dance)

SUPPORT TEACHERS

Rebecca Nease (ESL)
Casie Creech (AIG)

EC TEACHERS

EC TEACHER ASSISTANTS

William Warren (AU Center Based)
Teedra Bell (AU Center Based)
Sherida Adjao Sali (K-2 Resource)
Shadrienna Roland (3-5 Resource)
Justine Warren (K-5 ID Severe)
Lorra Coltrain (K-5 ID Severe)

SOCIAL WORKER

Lynda Rostar

SCHOOL NURSE

Erica Turner

TEACHER ASSISTANTS

Shavoria Lewis (K)
Jaymie Schmanski (1st)
Faith Cherry (K)
Carly Hannah (K)

OFFICE STAFF

Connor Tripp (Data Manager)
Casey Gibson (Payroll/Bookkeeper)

CUSTODIANS

Gary Outlaw, Head
Sherwin Pantaleon
Shareka Gaynor

BUS DRIVERS

Emily Alvarez
Glenda Spencer

Lisa Jordan
Glenda Spencer
Chelsea Lucas
Chiquitha Hawkins
Brad Wheeler
Jasmine Bryant

SPEECH LANGUAGE

Morgan Sutton

BEHAVIOR SUPPORT

Caleb Daniels

SCHOOL PSYCHOLOGIST

Madison Parrott

CAFETERIA STAFF

Michelle Williams-Manager
Joanna Greene- Assistant Man.
Oceanna Deal

ARRIVAL AND DEPARTURE PROCEDURES

At both the county and school level, the protection of daily instructional time is a priority. Time on task is critical to learning. **Daily attendance is imperative.** The instructional day begins at 7:45 a.m. **The tardy bell rings at 7:45am.** Please be sure your child is on time daily. Also, when students leave early, not only do they miss instructional time but their departure interrupts instruction for other students. The instructional day for students ends at 2:30p.m. Therefore, unless there is an emergency or an unavoidable doctor's appointment, students should not be picked up until 2:30 p.m. Leaving only 15 minutes early a day will cause your child to miss 7.5 days of instruction.

ARRIVAL

In order to provide a safe, orderly environment for all students, please adhere to the following procedures when dropping off or picking up students. Parents transporting their children to and from school should use only the front parking lot to discharge and pick up students.

Students should not be dropped off before 7:20 a.m. If you arrive at school before 7:20, your child **must** wait in the car with you until 7:20 a.m. Those students eating breakfast at school may report directly to the cafeteria at 7:20 a.m. **If your child arrives at school after 7:45 am, a parent will be required to come in with the child to sign him/her in late. Please make sure you park your car in the designated parking spaces prior to coming in to sign your child in tardy. We will not accept any car riders dropped off in the front bus lane.**

DEPARTURE

When picking up your child at 2:30pm, plan to wait in your vehicle for your child to be dismissed. Please pull up as far forward as possible in the lane indicated by the person on duty. **Do not leave your vehicle unattended.** Please have your car rider tag visible to the staff member on duty. **If you do not have your car tag, you will be required to come in and sign your student out.** This is for the safety of your child to prevent unauthorized persons from picking them up. Students will report to a designated car-rider hall where they will be supervised. The parking attendant will call the car-rider room via a walkie-talkie requesting that your child/children assigned to that car tag # be sent out front for pick-up. **Staff will only be allowed to place students in cars on the passenger side due to staff & student safety.**

If students are changing their regularly scheduled way of going home, **written notification must be sent to the teacher detailing how your child will get home. If your child will be a car rider, then the note must include the name of the individual who will be picking up your child and their contact information.** Also, include a phone number where you can be reached in case there are any questions. The original note is to be sent to the office where a copy will be made and kept. The original note will be returned to the teacher. **If a note is not sent, the student will be sent home his/her regular way.** Simply telling the student to make the change will not be allowed. **Phone calls, during the day, without a note, will not be accepted because we have no way of verifying who is actually on the phone. There will be no transportation changes after 12:00 pm.**

Changes requiring the student to ride a different bus will be made on a case by case basis. The Transportation Department has made student assignments based on bus capacity, and all buses are filled to capacity. Safety guidelines will not allow the number of students riding to exceed each bus' capacity. If space is available, the administration will consider bus change requests.

All parties should have an appropriate form of photo identification when attempting to sign a student out of school. There will be no sign outs after 2 PM.

ATTENDANCE

Regular school attendance is mandated by North Carolina law. Lawful absences are given for the following reasons:

- Illness, injury, or quarantine
- Death in the immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Approved educational opportunities

ATTENDANCE POLICY

Parents are to be notified in writing when a child has accumulated three (3) unexcused absences or six (6) unexcused absences. When ten (10) unexcused absences for a pupil are recorded and the parents have not made a good faith effort to comply with the Compulsory Attendance Law, the parents may be prosecuted pursuant of G.S. 115C-378 by the District Attorney. **At 6 unexcused absences, a doctor's note will be required to have the absence excused. At 8 unexcused absences, a truancy mediation will be set up with parent, Principal and School Social Worker. At 10 unexcused absences, a truancy petition will be filed.**

Pupils absent from a class twenty-one (21) days whether excused or unexcused will fail the work in this class unless exceptions are granted by the principal. For virtual learning students, they are required to sign-in daily and communicate with their teacher in order to be counted present for the day.

BULLYING

At Wahl-Coates Elementary, we take bullying seriously. If you are a victim of bullying, or you know someone who is a victim of bullying, please contact your child's teacher and/or administration as soon as possible.

BUS CONDUCT / RULES

Students are to sit in assigned seats, hold their book bag in their lap, and face the front of the bus. Students may talk in a quiet voice, unless at a railroad crossing or instructed not to talk by the driver. Inappropriate behavior on the bus may be a hazard to the safe operation of the bus and the safety of the students riding. Bus drivers are instructed to contact parents and/or report inappropriate bus behaviors to the Assistant Principal, Mrs. McNeil. Parents that have concerns about the bus should contact the bus driver first. If your concern is not resolved, please contact Mrs. McNeil. **Parents are not allowed on buses to talk to bus drivers or students.** Also, it is the responsibility of the parent/guardian to arrange transportation for their student during a bus suspension. Absences from school resulting from a bus suspension are unexcused absences. The PCS Bus Discipline Matrix will be utilized for disciplinary concerns.

CAFETERIA

Wahl-Coates Elementary participates in the Community Eligibility Provision (CEP) for the 2025-26 school year. **Students at these schools will automatically receive free meals at breakfast and lunch.** No application is needed for students attending CEP schools and applications will not be sent home with your child attending a CEP school. However, if you have children attending a school other than the CEP schools please complete an application for those students. Students attending a CEP school must be listed as family members in Part I on these applications with their school, grade and income or no income listed. They have to be included as part of your household.

Students may place money on their Personal Account for the purchase of ala carte items.

*Parents with questions or concerns regarding the Child Nutrition program are encouraged to call the

cafeteria manager at 752-2325.

MICROWAVES

Due to safety concerns and time constraints during lunch, microwaves are Staff Use only. Students do not have access to microwaves.

CAR RIDER PROCEDURES

The car tag should be displayed prominently or hung from the rear view mirror so the staff members can easily see this number to call your child to your vehicle. These car tags should be given to an adult who is also listed on the child's sign out sheet and has permission to pick your child up from school. We also ask that adults remain in their vehicle as children are escorted to you. Without a car tag, the driver must park in a parking space and report to the main office. The driver must show an appropriate form of photo identification to office staff. This information will be verified by the office staff before the student is dismissed. Students will be placed in cars on the passenger side.

CHANGE OF ADDRESS/PHONE NUMBER

If your address or phone number changes at any time, please notify the main office. If your address has changed, please bring in documentation of your new address. It is imperative that school records be kept current both for planning purposes and in case of emergencies.

CHILD CUSTODY

If you and your spouse are separated or divorced, and you have been granted custody of your child through a court order, affidavit of hardship, or deed of separation, please advise the school principal, secretary, and the teacher of this fact. Also, provide us with a copy of the custody order. **Without a copy on file, we cannot withhold a child from a parent.**

COMMUNICATION FOLDERS

Wahl-Coates will send home a weekly communication folder every **Wednesday** in an effort to keep parents informed of their child's progress, school information and events. The folder will contain graded papers/tests, notes/newsletters, etc. Please look over the papers with your child. Note: If a teacher workday or holiday falls on a Wednesday, the folder will be sent the next student day.

CONFLICT RESOLUTION

As school issues and conflicts arise, parents are encouraged to contact the teacher, bus driver, or other staff member who has firsthand knowledge concerning the student.

Should a parent have an academic or classroom concern regarding their child, initial contact should be made with the child's teacher to discuss the concern. If the issue is not resolved, the parent can request the teacher schedule a meeting with the guidance counselor or administration.

If there is a transportation issue, the parent should contact the bus driver or Assistant Principal during school hours. We respectfully request that parents refrain from contacting teachers, administrators, or other staff members at home unless specific permission has been granted by the individual involved. We will always gladly schedule a time during school hours to address any concerns.

CRISIS/EMERGENCY INFORMATION

In order to respond to a school emergency or crisis, various drills are conducted to prepare students and staff for actual emergencies. Please encourage your child to take all drills seriously and to follow all instructions from staff members.

Fire drills are practiced monthly. Tornado drills and lockdown drills are held periodically during the school year. All drills are unannounced in order to simulate an actual emergency.

Should an actual crisis or emergency occur, we will notify parents through written communication and/or the electronic notification system.

DAILY SCHOOL SCHEDULE

7:15 a.m.	Unloading of buses and breakfast begins
7:20 a.m.	Car riders enter building
7:45 a.m.	Tardy bell rings
2:30 p.m.	All students are dismissed

DISCIPLINE

An important part of a child's education is learning the rules of the society in which they live and developing self-discipline. Wahl-Coates faculty and staff work to help students learn to discriminate between appropriate and inappropriate behaviors and to develop coping skills necessary to handle the wide variety of situations they may face in life. Staff members will conference with students and parents about behavior concerns. **Consequences, appropriate for the infraction, will be carried out in a timely manner.**

Minor behavior issues will be handled by the classroom teachers; more serious infractions will be referred to the Assistant Principal. An electronic version of the Pitt County Schools Parent/Student Handbook can be found on the Pitt County Schools website (<http://www.pitt.k12.nc.us>).

DISCIPLINE POLICY STATEMENT

We follow the Pitt County Schools Code of Student Conduct closely. This document was developed by the Pitt County Board of Education and is reviewed each year. Please go over this with your child. Learning cannot take place in the absence of good conduct. We will call on parents to help us maintain good behavior from each student. After a teacher attempts to maintain good behavior, and contact with the home, students who continue to misbehave may be sent to the office where they will be seen by the administration regarding the situation. After conferencing, several options may be exercised.

We have in place here at Wahl-Coates, In-School Suspension program for students who display inappropriate behavior. If a child displays inappropriate behavior, they may be assigned ISS. Repeat assignments to ISS could eventually lead to out of school suspension. Help your child be successful by emphasizing good behavior and citizenship at all times.

For inappropriate behavior, teachers shall implement the following procedures. Serious infractions will result in immediate referral to the office. Refer to Pitt County Policy (4300-P) Code of Student Conduct for clarification. The principal and/or assistant principal may elect to use other disciplinary measures deemed appropriate based on stated philosophies, procedures and knowledge of the particular situation.

A. Each teacher shall:

Teach school rules, establish and teach classroom rules, procedures and guidelines, establish a discipline contact notebook and have rules and expectations posted visibly in the classroom

B. Discipline Steps:

Wahl-Coates uses a school-wide Class Dojo as part of our PBIS initiative. **You may download the Class Dojo App for FREE in the App Store and on Androids.** Class Dojo keeps you informed on your child's behavior in real time. It also provides you the opportunity to communicate with teachers through chat. **Please let us know if you have any difficulty getting connected.**

Repeated Minor Incidents will result in an Office Referral for repeated offenses.

*Administration will evaluate the situation and assign an appropriate consequence. Examples include restitution, alternative discipline, alternative assignment, lunch detention, In-School Suspension and/or Out-of-School Suspension.

DRESS CODE/UNIFORM POLICY



In the event that a student's clothing does not comply with the County Guidelines, the parent/guardian will be contacted and asked to bring appropriate clothes for the student.

Student Dress Code and Appearance Policy Summary

A. MINIMUM REQUIREMENTS:

1. Clothing should be age appropriate, properly fitted, and suitable for the learning environment.
2. Spirit wear, district/county programs/colleges/universities and community organizations clothing items are permissible.
3. Shirts/tops must have sleeves, cover the chest and back from arm to arm.
4. Bottoms (pants, shorts, skirts) must be mid-thigh in length and worn at the waist.
5. When the body is standing straight, clothing must cover the chest, back, torso, stomach and lower extremities from arm to arm to mid-thigh with no exposed undergarments.
6. Shoes must be worn at all times and must conform to requirements for specific classes.
7. Hoodies and hooded jackets may not have the hood covering the head while in a school building. Continued violation of this requirement may/shall result in not being allowed to wear a hoodie at school.

B. ADDITIONAL REQUIREMENTS:

1. Attire, accessories and/or grooming depicting or advocating violence, criminal activity, gang-related activity, use of tobacco, alcohol or drugs, pornography or substance abuse are prohibited.
2. Pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
3. Headgear including hats, hoodies, bandanas, sunglasses and caps are not allowed unless permitted for religious, medical or other reasons by school administration.
4. With the exception of manufacturer's logos, personal monograms or principal/school approved logos, clothing may not display any insignias, logos, labels, graphics, words or pictures.

C. EXCEPTIONS:

1. Religious or Medical Waivers Reasonable consideration will be made for students with certain religious beliefs or medical reasons. A waiver may be requested for a particular requirement for dress or appearance on an annual basis. In considering a waiver request, the principal or designee has the right to request additional documentation from medical officials and/or religious leaders.
2. Special Activity Accommodations The principal shall make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. Such special duties, activities, and projects include, but are not be limited to, athletics, P.E. classes, and other activities that require non-conforming dress on a school campus during the school day. Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that clothing to other classes.

D. ENFORCEMENT:

Each principal shall ensure that this policy is enforced consistently in their school. Before receiving disciplinary consequences, a student who is not in compliance with this policy will be given the opportunity within a reasonable period of time to change into acceptable clothing by using available clothes at school or by calling a parent to bring acceptable clothes. Disciplinary consequences for a student who fails to comply will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

EARLY CHECKOUT

Students leaving early during the school day must be signed out in the office by the parent or legal guardian. The office personnel will request a picture ID for verification.

Students leaving school earlier than the normal departure time will need a note provided by a parent. We cannot take transportation changes by phone. It is extremely important that parents do not ask for exceptions to this procedure. It is designed to ensure the safety and wellbeing of our children. Written parental permission is required when someone other than the parent/guardian is picking up students. When the student is signed out, he/she will be called to the office. This limits classroom disruption. Please remember to be recognized for perfect attendance, a student must not only be in attendance each day but also have no tardies or early checkouts. **There will be no early checkouts after 2:00 p.m.**

EMERGENCY INFORMATION

In case of emergency, each student is required to have the following information on file in the school office:

- Parent(s) or guardian(s) names
- Child Custody documents that may be in effect
- Working home phone number, place of employment phone numbers, cell phone numbers
- Emergency phone numbers of two other people who will be responsible for your child if you cannot be reached
- Physicians' name and number
- Medical alert information

We will send home a form so that demographic and emergency information will be updated approximately four times per year.

ENTERING AND EXITING THE BUILDING

All students, parents and visitors should enter and exit through the main front doors. All parents and visitors are required to check in at the office and wear a visitor's sticker while in the school. Staff and students have been instructed to NOT open any doors for visitors.

FIELD TRIPS

Students who will be riding with a parent/guardian to/from a field trip must have completed a "Permission to Travel with Parent" form. **Students who have multiple discipline referrals may forfeit the opportunity to participate in the field trip or may require a parent to attend with them. Field trip costs are non-refundable.**

GRADING SCALE

Grades 3 - 5 are on a 10 point scale.

Grades K - 2 are on the S, I, U scale.

10 Point Scale

100 - 90 A

89 - 80 B

79 - 70 C

69 - 60 D

59 - Below F

K-2

S=Satisfactory

I= Improvement needed

U= Unsatisfactory

ILLNESS

If a student gets ill and needs to go home, every effort will be made to contact a parent/guardian. If a parent/guardian cannot be contacted, the school will attempt to contact persons listed on the student's Emergency Information sheet that parents have completed. In the event of an emergency, the school will call 911. **Be sure all of your child's emergency contact information is kept up-to-date all school year.**

IMMUNIZATIONS

All students must provide documentation of current immunizations or may be subject to Out-of-School Suspension until immunizations are complete. North Carolina State Law requires a statement be on file in a student's permanent record if they are exempt from immunizations for medical or religious reasons.

INSTRUCTIONAL MATERIALS

During the course of the school year, students will utilize a variety of instructional materials provided by the school. These materials may be textbooks, workbooks, library books, technology (computers, Ipads, Chromebooks, etc.), etc. Students are responsible for taking care of materials. **If a student damages or**

loses any instructional materials, the student and parent will be responsible for the replacement cost. Depending on the circumstances, the administration may also assign an appropriate disciplinary consequence for the student.

MEDIA CENTER/MULTIMEDIA ACCESS

Students are encouraged to read for pleasure. We have open book check out times. Students who lose or damage books are subject to a fine or replacement charge and may not check out books or receive a report card until the debt is paid. Students may not participate in extracurricular activities until the money is repaid.

NEWS MEDIA ACCESS

During the school year, students are likely to be recorded, videotaped, interviewed and/or quoted by various types of news media (i.e. radio, television, and newspapers) and/or their teacher or staff members. If you do not wish for your child to be interviewed or photographed, please **contact the principal in writing during the first fifteen days of school expressing your child's restriction to the news media.**

OPEN ENROLLMENT/SPECIAL PERMISSION

For students who attend Wahl-Coates under open enrollment, they are required to maintain appropriate attendance, tardies/check-outs and behavior. If any of these become excessive, permission for student will be revoked and they will be required to attend their home school.

If a child receives 7 absences or 10 tardies/early check-outs, they will have their permission to attend Wahl-Coates revoked. Also, if a student is picked up from the car rider line, or an after school event, more than 10 minutes late, five times during the school year, then permission will also be revoked. Administration will be in contact with you concerning discipline issues if they become a concern and could potentially lead to permission being revoked.

PARENT'S GUIDE TO CLASSROOM VISITS

1. Please arrange for a teacher conference in advance and schedule a time when the teacher does not have children in the classroom or supervisory duties.
2. If you would like to schedule a conference with your child's teacher, contact him/her before or after school, during planning times, or by sending a note with your child or leaving a voicemail.
3. The teacher cannot conference with you during teaching time.
4. If you wish to observe your child in class, please make arrangements with your child's teacher/school administration in advance. All visits are limited to 15 minutes. (See PCS Board Policy 5020)
5. Please do not go to the door and try to call the teacher or your child out of the classroom. If you need to see your child, ask an office person to help you by calling your child from the classroom to the office.

PARENT PORTAL

The Home Base Parent Portal gives parents of 3rd grade -5th grade access to real-time information including attendance, grades, and assignments. Home Base, powered by Infinite Campus application, helps keep everyone connected and informed about what is happening in the classroom. Students can keep up with assignments, parents can track their child's progress, and teachers can more easily share information about student progress with parents and students.

To get started all you have to do is complete the Access Request form. You can request one from the school's data manager. The parent/guardian must turn in the completed form to the data manager.

Forms sent through students will not be accepted.

After your request form is processed, the data manager will provide you with a letter that includes information about how to access the portal and your child's access ID and password.

Use the information provided in the letter to create your Parent Portal account. After you have created the account online, you can then download the Parent Portal application and access the information from your mobile phone by searching Pearson Powerschool for Parents in the app store.

PICTURE DAYS

Students must ensure that they dress in a manner that is appropriate for school (clothing is sufficient length, as outlined in PCS Dress Code Guidelines), no clothing that depicts drugs or weapons and other guidelines as determined by the school administration to maintain a safe and orderly environment.

PITT COUNTY SCHOOLS CODE OF STUDENT CONDUCT

The purpose of this code is to formulate and set out in one document such rules with respect to the conduct of students in the Pitt County Schools as the Pitt County Board of Education, the governing body of the Pitt County Schools, deems proper and necessary for the positive governance and operation of the schools and which shall apply to all students in all schools in the Pitt County Schools system. An electronic version of the Pitt County Schools Parent/Student Handbook can be found on the Pitt County Schools website (<http://www.pitt.k12.nc.us>)

PROBLEM SOLVING TEAM (PST) AND MULTI-TIERED SYSTEM OF SUPPORT (MTSS)

What are interventions?

- Strategies that are intended to help meet the needs of a child who is showing little to no progress in their core instruction, compared to their classmates of the same age and grade.
- For example, practicing addition math facts to help with math fluency and rereading improves reading speed (fluency). Interventions are usually done in small groups or one-on-one.

What do the Tiers mean for my child?

- **Tier 1 - All students are considered Tier 1 students**
 - Student-specific strategies, with some small groups or other supplemental programs to assist students
 - Students who still have difficulty with this first level of school-wide instructional support will be referred to Tier 2.
- **Tier 2**
 - Tier 2 interventions are individual student focused strategies and interventions. Your child's progress will be closely monitored to see if the child "responds to the intervention."
 - If the child shows progress, we know the intervention/strategy was effective. If the child does not respond and show progress, they are moved to Tier 3.
- **Tier 3**
 - When students do not respond to *adequate* Tier 2 strategies or interventions, more intense and individualized interventions may be tried.
 - Students who do not show sufficient progress in Tier 2, may be referred to the PST team. This team will determine if the student should continue with different interventions or evaluate for other services.

SCHOOL FEES/DEBTS

School fees are due at the beginning of each school year. **The cost of school fees is \$25.00.** During the school year, parents/students are responsible for payment of all debts including pictures, fundraising events, field trips, damaged and lost books, etc.

SCHOOL PARTIES

School parties should be few in number and always have an instructional focus. Various school functions call for different audiences and allow greater opportunity for parent participation. Class parties are to serve as an extension to instruction and provide a break from rigorous instruction. The focus these days should be on our students. Teachers will have a limit of 4 parent helpers for each party. In order to be fair, different parents may be asked to help with special events on a rotating basis. If you are interested in helping, please contact your child's teacher well in advance.

Class parties should not exceed 30 minutes in length and should include organized activities. Holiday parties must not be religious in nature and should be considerate of all students' heritage and cultural background. Exchanging gifts by drawing names is not allowed. Any food provided by parents must be commercially prepared to ensure Health Department standards are met. Students from other schools as well as younger siblings are **not** permitted to attend school parties.

STUDENT CELL PHONES / PHONE CALLS

Elementary students are not allowed to have cellphones in school. If a student brings a cell phone to school, they must keep it turned off and in their bookbag. If a staff member sees a phone, the phone will be taken and kept in the office until an adult is able to pick it up. If a student has a second offense, the phone will be locked in the front office for the remainder of the school year. Students may use school phones only when given permission by staff. Students will not be called to the phone from class. Parents needing to get a message to their student should leave a note for the child's teacher with the office person that answers the phone.

SCHOOLWIDE COMMUNICATION AND UPDATES

Wahl-Coates Elementary strives to keep all families up to date regarding events and updates for our school. Parents can receive updates in any of the following ways:

1. **Email and Phone Messages every Sunday evening:** Make sure your current phone and email account are on file in the office.
2. **Facebook Page:** <https://www.facebook.com/wcesota>
3. **Website:** <https://www.pitt.k12.nc.us/wahlcoates>

SUPERVISION AFTER SCHOOL

All students remaining on campus after school must be with a parent/guardian or enrolled in a pre-approved After-School Activity. If not, then it is considered trespassing.

TARDINESS/EARLY DISMISSAL

Instructional time begins at 7:45 a.m. and ends at 2:30 p.m. Students who arrive at school after **7:45 a.m. will be counted tardy.** Bus students will be excused if the bus is late. **Parents bringing students to school after 7:45 a.m. must come to the office and sign the student in school.** Tardiness to school/class and early dismissals from school/class are disruptions to the learning environment. Early dismissals are counted as a tardy per Pitt County Schools policy.

K-8 Unexcused Tardy/Early Dismissal Procedure:

Attendance in school for the full time allotted for classes is essential for student success. Unexcused tardies/early dismissals result in a significant loss of instructional time as well as interrupt the learning environment for other students. Students are expected to arrive at school/class on time and stay for the entire day/period of instruction.

Days Tardy /Early Dismissal (K-8)	Consequences
3 to 6	Contact from Administration (may be Connect 5 system message, email, letter, phone call).
8 to 10 *Possibility of ISS being assigned for each tardy or Parents may volunteer in the Media Center for 2 hours per tardy	May be assigned an additional consequence for each subsequent tardy/early dismissal.
15 to 20 *Possibility of ISS being assigned for each tardy or Parents may volunteer in the Media Center for 2 hours per tardy	School based meeting with parents or School Social Worker visit; may be assigned an additional consequence for each subsequent tardy or early dismissal.

TELEPHONE COMMUNICATION

In order to protect instructional time, parents who call during the school day will always be connected to the teacher's voicemail unless the teacher has notified the office they are expecting your phone call.

TITLE 1 SCHOOL PARENT INVOLVEMENT POLICY

Section 1118 of the No Child Left Behind Act (NCLB) requires the involvement of parents of participating children in the planning and implementation of District and School Title I projects. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

To involve parents in the policy process we will:

- Encourage all parents to attend the Wahl-Coates Elementary Curriculum Night Meeting, held at the beginning of the year, to learn about Wahl-Coates Elementary's participation in Title I, the requirements of the Title I program, and your rights as parents to be involved.
- Hold Title I Parent Involvement meetings at different times and on different days, and may provide transportation, child care, or home visits to accommodate the scheduling needs of our parents.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Wahl-Coates Elementary's Title I programs, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan (if applicable).
- Provide parents with timely information about Title I programs, a description and explanation of the curriculum in use at Wahl-Coates Elementary, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
- Upon request, provide parents with opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to suggestions as soon as possible.
- If Wahl-Coates Elementary's school wide program plan (if applicable) is not satisfactory to the parents, we are required to submit any parent comments on the plan to Pitt County Schools Federal Programs Office.

To share responsibilities for high student academic achievement we will:

- Develop with parents, a school-parent compact that outlines how parents, school staff, and students will share responsibility for improved student academic achievement.
- Help parents create a supportive and effective learning environment at home by providing information on the importance of attendance, homework completion and the positive use of extracurricular time; limiting time spent watching television and playing video games; and volunteering in their child's classroom and participating in decisions relating to the education of their children.
- Address the importance of communication between teachers and parents through parent-teacher conferences, progress reports, and provide reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities.

To build capacity for involvement we will:

- Ensure effective involvement of parents and support partnerships among Wahl-Coates Elementary, our parents, and our community to improve student academic achievement.
- Provide assistance to parents in understanding topics such as the State's academic content standards, the State's student academic standards, State and Local assessments, the requirements of Title I, and how to monitor your child's progress and work with educators to improve the achievement of your children.
- Provide parents with materials and training, such as literacy materials and technology training, to help them work with their children to improve their achievement, and to foster parental involvement.
- Educate teachers and school staff about the value of the contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; implement and coordinate parent programs; and build ties between the parents, the school, and the community.
- Coordinate and integrate Title I parent programs and activities with other programs, and conduct activities and provide resources that encourage and support parents in more fully participating in the education of their children.
- Ensure that information related to school and parent programs, meetings, and other activities is sent to parents in a format and to the extent practicable, in a language the parents can understand.
- Provide other reasonable support for parental involvement activities as requested.

To be accessible to all parents we will:

- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- Provide information related to Pitt County Schools, Wahl-Coates Elementary, plans, meeting notices, report cards, and other accountability information in a format, and to the extent practicable, in a language that parents understand.

TRANSPORTATION CHANGES

Any changes made to the mode of transportation from school must be submitted to the child's teacher in writing by 12:00 am. **Faxed notes and email notes will only be accepted in emergency situations with Principal approval.** Example: If your child is normally a bus rider and will be a car rider for one or two days, a written note must be submitted to the child's teacher each day there is a change in transportation. **The note should be signed and dated by the parent/guardian and should include the teacher's name, child's name, the parent's name, parent's contact number, and the effective date.** A separate note should be written for each child. If a note is not received by the teacher, the child will leave school by the usual method. **Due to safety precautions, we will not accept any phone calls to change transportation.**

VISITORS TO THE SCHOOL

The Board encourages the community and parents to be involved in and support the schools and the educational program. Parents and visitors are welcome. However, the Board is concerned with providing a safe, orderly, and inviting learning environment in which disruptions to instructional time are minimized.

The Superintendent and each principal may establish and enforce rules to address this concern. In addition, the following rules apply: **All school visitors must report immediately to the administrative office at the school for permission to be in the school and obtain a visitor's identification badge.**

WATER

Students will be allowed to have traditional water bottles or reusable water bottles but they must be stored in their backpacks. Students will have access to their water bottles during classroom restroom breaks, recess, and lunch. No Stanley type cups are allowed. Only water is allowed. No other sports drinks, juices, sodas etc. are allowed. Teachers will allow students to fill up bottles in the morning and during lunch. Students will not be allowed to fill water bottles during instructional time. Students who misuse their water bottles will have them taken away and parents will have to come retrieve them from school if they would like them.

Thank-You for your Partnership

We are excited to partner with you in your child's educational journey. Together, we can create an environment where students not only thrive academically but also develop as responsible, caring individuals. As a school community, we are committed to upholding the values of respect, integrity, and excellence, and we are grateful for your support in making this vision a reality.

If you have any questions, concerns, or ideas for improvement, please don't hesitate to reach out. Your involvement and feedback are vital to our shared success.

Thank you for being an essential part of our community. We look forward to a successful and rewarding school year for your child.

Sincerely,